

**TEEN CHOICES 3, PROJECT # AL10111
(10/1/09 THROUGH 9/30/11)**

**Every 15 Minutes (E15M) Program Mini-Grants
Reimbursement Checklist**

A final report package shall be furnished to the California Highway Patrol within **thirty (30) days** after completion of the *Every 15 Minutes* program. The reimbursement package shall consist of:

- ☐ Agency Contract Claim for Reimbursement (can be printed from www.chp.ca.gov – click on the Every 15 Minutes banner)

Note: A cover letter on Contractor's official letterhead must be included.

- ☐ Copies of all invoices/receipts (if size of a receipt is less than 8-1/2" x 11", affix to 8-1/2" x 11" paper).
- ☐ Additional materials, including but not limited to: a copy of any video/DVD related to the program, copies of newspaper/online articles, samples of promotional items, and program announcements. Electronic pictures of the above listed items are acceptable and encouraged, provided the picture shows the required logos.
- ☐ A final report consisting of a general overview of the program from planning stages through debriefing and a final conclusion.

The reimbursement packet will be considered incomplete if all requested documents and materials are not submitted concurrently. Contractor understands untimely submission of reimbursement claims may result in loss or reduction of grant funding.